1

G. R. S. IX-5]

Previous references.

8pl. File No. 15 14

~~Serial Nos.~~

191 .

(E. A.) .

Record Rle.

Later references.

GENERAL AND REVENUE SECRETARIAT.

P. 17 E

~~*Serial Nos.*~~

~~Part B for~~

SUBJECT.

Revised instructions for sorting of old Records.

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nil.
57/17

W D 88—GPB—50,000—21-7-16

E.A.S. 15 E 4 2

C A C 40

SECRETARIAT RECORDS.

The following table gives an account of the work done up till 5th February 1916 by the special Record Establishment of the Secretariat:-

Files recorded	..	6,522
Serials "	..	68,769
No.of serials entered in the Destruction Register	..	78,391

2. All this has been done according to the programme and there can be no doubt that the staff have been fairly well employed. But progress has been retarded owing to certain circumstances which call for consideration.

3. In the first place, speaking generally, the papers selected for treatment (which comprise mostly the closed bundle files) are not of a very important character, and the trouble taken with reference to them has only proved preparatory to their destruction.

4. In the second place, the programme does not ensure the completion of the arrangement of the records of any one department within a measurable distance of time. A couple of years' records pertaining to each department will have been sorted when the programme is fully worked out and the results are thus apt to appear fragmentary.

5. Thirdly, the method of treatment prescribed is unduly elaborate.

(1) The papers dealt with are registered in a File Register in the same manner in which they would be if they formed part of current correspondence.

(2) Papers not so entered are listed separately for destruction.

(3) A third list is made of missing papers.

(4) In each case the manner of treatment, whether entered in the File Register, or destroyed, is countermarked against the original entry in the "From" and "To" Registers

6. The following suggestions are made in order to expedite the work and enhance its usefulness;-

Firstly, attention should hereafter be directed to the more important papers which have been hitherto practically untouched. These are comprised in the "special" files of the period 1864-81 and the open D.H.O. files of 1881-1904. The total number of these files is stated to be 8,024, or including those lodged in the Secretary's confidential record room, etc., about 10,000.

7. The second change proposed is that the papers should not be ~~fi~~ file-registered. Only a list of file headings should be framed and these headings should be indexed as usual. It will perhaps be useful if separate lists are maintained for -

(1) records to be preserved and (2) those to be destroyed.

The file number should be countermarked in the "From" and "To" registers as is being done at present.

Against the heading of each case should be noted the volumes of Monthly Proceedings, in which orders pertaining to it may have appeared.

8. The list of papers to be destroyed may be dispensed with as it seems to serve no good purpose. If a file is destroyed, a note may be made against the entry pertaining to it in the list of file headings.

9. Assuming that a clerk can deal with two files a day and works for 260 days in the year, the number of files that may be dealt with by the establishment will be 14 X 2 X 260 =7,280. Thus, in a little more than a year we shall have dealt with all the really important papers.

10. Out of 78,391 serials and a large number of files selected for destruction, it is understood that not more than 10,000 serials have been actually destroyed. It is necessary that the arrears in the work of destruction should be cleared.

11. With regard to current records there are two suggestions which I wish to offer. First is that the register of papers selected for - destruction which is now maintained should be dispensed with. By reproducing the number and subject of file collections and deposit papers, this register simply duplicates work and serves no useful purpose.

12. The second suggestion is that a register should be maintained shewing the loan and return of records The little labour that involves in writing up will be more than compensated by the facility it affords for the recall from time to time of papers which are long outstanding.

Ronald Lane Gum

19/2/16.

G.R.S. 13]

Etc 406

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Note on Leatt records.

II The ~~above~~ note is forwarded to the Registrar for favour of opinion.

MLL

19/2/16.

IV The main points touched in the note are.

1. Substitution of D.H.O, D.P.E + Ophs. & Special offices in the place of those proposed for work during the next official year. This may be done

2. The old papers need not be filed registered and it would be sufficient if the list of file headings is indexed and countermarked with reference to the "from + to" registers and the Monthly Progs volumes.

The file registering is necessary if the sorting were to proceed on the lines laid down in the Office Manual. It has been the idea

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

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To print these Registers so as to become a permanent record of the Serials dealt in the files for reference even after the files are destroyed. This advantage is absent in the printed list of file headings. The same observation holds good in regard to the Destruction Register now maintained by the Sorting Section.

The idea to countermark against the entries in the list of file headings the corresponding entries in the Monthly Progress vols is convenient and desirable.

3. Dispensing with the Register newly opened for entry of files selected for destruction (files recorded since 1904).

This may be done & the date of destruction made in the file Register & List of file headings.

4. To open a register showing the loan of and return of records.

This register does not appear

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to serve any convenient purpose. About 100 to 150 requisitions are received every day in the Records. This register will considerably add to the work of the Staff. Neither does it fix any responsibility as the a record maintained by the lender cannot be used against the borrower who has no hand in it. The present system of vouchers is safe for both parties and the disadvantage of the system in as much as it does not provide a recall does not appear to be sufficient for the maintenance of a one-sided register. As an alternative I would propose requisitions in duplicate one for being placed in the place of the files sent & the duplicates collected. On the return of the file the original may be returned & the duplicates destroyed. The collected duplicates

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will at any moment give an idea of the number of files pending return & the details noted therein will enable steps being taken for their recall.

Asst. Secy (III) 26/2

13 As regards 2, 9 I think that the elaborate re-registration of old papers, most of which have only to be destroyed, is a measure of doubtful utility. It has hampered, and will continue to hamper, the progress of recent sorting. ~~And~~ This seems to be a case in which considerations of extreme thoroughness have

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to be considered in the interests of the expeditions engaged in work. It is not understood what practical disadvantage will ensue from not filing registering the papers

4. As regards 4, the suggestion regarding duplicate requisitions will quite do and may be adopted. In this connection I may also add that it is desirable to take a census of the records of the Manual period in order that a list of outstandings may be

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GPB—50,000—5-8-15

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made out, to start with.

A Statement of suggestions made by Mr. Dr Rao & agreed to or dissented from by Mr Nair & Mr. Sy. may be put up for further reference

Secretary-Guard.

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60,000—20-7-16

GPB—50,000—29-(

Suggestions by Mr.N. Madhava Rao.	Opinion of the Registrar.	Further note by Mr.N.Madhava Rao.
1. Attention should hereafter be directed to the more important papers which have been hitherto practically untouched. These are comprised in the special files of the period of 1864-81 and the open and D.H.O. files of 1881-1904. The total number of these files is stated to be 8,024, or including those lodged in the Secretary's confidential record room, etc., about 10,000.	1. This may be done.	
2. The second change proposed is that the papers should not be file-registered. Only a list of file headings should be framed and these headings should be indexed as usual. It will perhaps be useful if separate lists are maintained for - (1) records to be preserved, and (2) those to be destroy-	2. The file registering is necessary if the sorting were to proceed on the lines laid down in the office manual. It has been the idea to print these registers so as to secure a permanent record of the serials dealt with in the file for reference even after the files are destroyed. This advantage is absent in the printed list of file headings.	2. I think that the elaborate registration of old papers, most of which have only to be destroyed, is a measure of doubtful utility. It has hampered and will continue to hamper the progress of record sorting. This seems to be a case in which considerations of extreme thoroughness have to be moderated in the interests of expeditious conduct of work. It is not understood what practical disadvantages will ensue from not file-registering the papers.

14 13

Suggestions of Mr. N. Mathews Rao	Registrar's Remarks.	Further Note by Mr. Mathews Rao.
3. The number should be countermarked in the "From" and "To" registers as is being done at present.	3. The idea ~~is~~ to countermark against the entries in the list of file headings the corresponding entries in the monthly proceedings volumes is convenient and desirable.	
4. With regard to current records, there are two suggestions which I wish to offer. First is that the register of papers selected for destruction which is now maintained should be dispensed with. By reproducing the number and subject of file collections and deposit papers this Register simply duplicates work and serves no useful purpose.	4. This may be done and the note of destruction made in the File Register and list of file headings.	
5. The second suggestion is that a register should be maintained showing the loan and return of records. The little labour that involves in writing up will be more than compensated by the facility	5. This suggestion does not appear to serve any convenient purpose. As an alternative I would propose requisitions in duplicate one for being placed in the place of the files lent and the duplicates collected	5. The Registrar's suggestion regarding duplicate ~~registers~~ Requisitions will quite do and may be adopted.

Suggestions of Mrs. Mackenzie Rao | Registrar's Remarks | Further notes by Mrs. Mackenzie Rao

facility it affords for the recall from time to time of papers which are long outstanding.

collected. On the return of the file, the original may be returned and the duplicate destroyed. The collected duplicates will at any moment give an idea of the number of files pending return and the details noted therein will enable steps being taken for their recall.

Further Suggestion

6. It is also desirable to take a census of the records of the manual period in order that a list of outstandings etc. may be made out to start with.

This may be done though it will entail very heavy work on the records.

17/1/36

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G.R.S. III—3]

Routine Notes.

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1 Pale Page for Lawyer his views as to No 6 of notices of the Statement before Exhn

Regr) 17/3

19 This may be done through it will entail any heavy work on the Records

Asst Secy III 17/3

19 Out of the 6 suggestions mentioned in the Statement, the

5-14

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W.D. 84—GPB—60,000—20-7-16

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G.R.S. 13]

Routine Notes.

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Registrar & myself ~~practically~~ agree as to fine, marked with a tick. It is only as regards suggestion No 2 (marked with a cross) that we differ

Secy thro' Registrar)

18/8/16

29/8:

I agree with the opinion of the Asst Secy VIII Chl Reg: and with those of the former where they have differed. Please submit to Mr Rees.

1/11

Seen & forwarded to Mr Rees

1/11

Gen Records for further action.

3/11.

Please type copies as instructed.

3/11/16

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

An extract of 5 of the statement is sent separately to Branches.

29/11/16

An extract of 5 of the statement is sent for info & guidance of all the clerks of the Branches

Copies of the statements

GPB—50,000—29-6-14

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(17)

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

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are subm.d for guidance of the several sections in the Records.

Separate proposals will be subm.d re the taking of the Census.

Subm.d
Cy
6.11.16

awaited
Rm

Issue memo
Rm.
9/11.

Regd

To the Sp.l Estt & Current & old Records for kind note & guidance. Typed copies of the Statement are sent for use.

Issued.
WC 10.11.16.

WC 9.11.16.

Cens. Two typed copies returned.
RE 10/11/16.

For the purpose of taking a Census of the records it is respectfully requested that the services of a clerk may kindly be placed at the disposal of the C. Records as it is not possible for the present clerk to undertake it.

Subm.d
10/11/16

Sir S. N. R. Binning K.B.
Rm.
10/11

Noted.
WC 10/11/16
Issued 10.11.16.
PBP 10/11/16.

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GPB—50,000—5-8-15